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1.3. INSTITUTIONAL BASIS
DIRECTION
CONCEPTUALIZATION SOCIO-EDUCATIVE REQUIREMENTS
Philosophy: Universal Declaration of Human Rights Context Analysis
Selection of institutions, contractors, and agencies
representative of the targeted areas of development
Criteria of eligibility for services:
• Projects
• Real-World Connection
• Design
• Advisement
• Investigation
Principles: Growth is rooted into the conscience and
commitment to satisfy necessities through an
integral and sustainable blooming of the individual

and his/her surroundings.
Values: Respect for human rights and liberties.
Integral and sustainable development of the individual and surroundings built upon truth, justice, love, and freedom
Self and international cultural awareness
STRATEGY
STRATEGIC DIMENSIONS OF ANDRAGOGY AND OMNIOLOGY-BASED SERVICE OBJECTIVE
INTERNATIONAL DEVELOPMENT MANAGEMENT DEVELOPMENT CULTURAL DEVELOPMENT
Provide users of educational services opportunity to analyze and interpret international conjunctures; design and utilize strategies of human, environmental, economic, political, and cultural cooperation, and assess the impacts of an interdependent world. Also, establish the conditions to connect institutions and people within organizations in countries interested in imitating or strengthening forms of commercial, educational technological and cultural partnerships that can contribute to a harmonious coexistence.
Provide users of educational services, conditions and tools to identify and analyze new development styles, structures, and projects with a new vision, and at both the national and international levels. The purpose of this shift is to create and use strategies that tie together people, enterprises, and institutions which the ultimate objective to implement and evaluate performance that is consistent with human development from personal, regional, national, an international perspectives.
Offer information, advisement, and a training mechanism in order to interpret the cultural changes of the new century and propose environmental, human, economic,

political, and social behavior
patterns that foster the emergence
of new cultural paradigms built
upon the respect and valuation of
justice, love, truth, and freedom as
essential conditions for the
sustainable development of the
individual and society as well.

PROJECT
MANAGEMENT Information drive geared towards
capitalizing on opportunities for
transfer of technology and services
with expert systems.
Specialized networks of world
interchange.
Quality Models for Human, Public,
Private, Social, and Environmental
Administration
Service-oriented Quality Systems
Updates for public and private servers
Education Models and Actions for
human growth in diverse settings.
Communication and Education
strategies for Cultural Change.
The Cultural, Urban, and Rural
Behavior from an ecological and bio
development perspective.
Actualization and Training of Professionals At every level with possible
validations of Certificate, Associate, Bachelor’s,
Master’s, Doctorate, Post-Doctorate Degrees

ADVISEMENT AND
INVESTIGATION
Entities that export and import goods
and services:
• Export and Import
Strategies
• Financing Mechanism
• Market Analysis
• International
Competitiveness
Public, Private, and Social People
and Institutions:
• Strategic Planning
• Development Project
• Optimization of work
processes

Educational and Cultural
Institutions
• Education Innovation and
Betterment.
• Faculty and Investigator
training
• Conditions and modalities
for human growth
• Service-oriented training

With this information, we will have elements that allow us to go beyond the "norm", breaking limits of paradigms. This allows you to act by your account defining the
professional level at which you aspire, in all cases, to become superior. You are trusting
your own capability of learning, cultivating your natural creativity, and developing your
capability to integrate to your growth the different life areas and its environment. With
an original and purposeful thought, you will allow your experience to generate the fields
proposed and the circumstances required for your development.
Additionally, there are other questionnaires that base your knowledge on empirical information. If you have taken any of the following questionnaires we want to
know the results. This will not affect your degree program, but will give you another
starting point for you to continue to grow. The following list contains a list of basic
questionnaire exams. Again, to reiterate, they are not required, they are absolutely
optional, except when the contrary is indicated by the advisor.
3.2.3.2. BASIC QUESTIONNAIRE EXAMS:
• (Scholastic Aptitude Test) SAT
• (American College Testing Proficiency Examination Program) ACT – PEP
• (Graduate Management Admission Test) GMAT
• (Graduate Record Examination) GRE
• (Law School Admission Test) LSAT
• (Math Assessment Test) MAT
• (Test of English as a Foreign Language) TOEFL
• (Florida Teacher Certification Examination) FTCE
• (Medical College Admissions Test) MCAT
Take a candid look at yourself, and on this basis, use the form on the next page of

this manual to select the option that best applies to your observation.
Learn more information about this course by watching the following videoconference
AIU has prepared for you.
Academic Evaluation (Questionnaire) Videoconference
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3.2.3.3. QUESTIONNAIRE FORMAT (OFFLINE)
Click on this link to access the Questionnaire format. The

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3.2.4.1. AUTOBIOGRAPHY FORMAT (OFFLINE)

Click here to access the format.

AUTOBIOGRAPHY

Student Name:

ID #:

PAST:

PRESENT:

PROSPECTIVE: (Keep writing until you transcend this world)

Note: A minimum of two pages, in which, half of it would be related with your past and current experiences, and the other half would be related to your future.

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3.2.7.1. INTEGRATION CHART OF THE PROGRAM DEGREE

AIU Educational

Axes

Dominant
Fields
Emphasis Specialties Professional
Fields
Formation
And
Professional
Experience
For
Development
Personal and
Social
Development
Discipline
Development
Methodology
and
Instrumentation
Development
Participation in
International
Culture
Administration
and Economy
Sciences and
Engineering

Social and

Human

Studies

Communication

Accountability

Production

Administration

Quality

Language

Information

Technology

Methodology

Mathematics

Human

Development

Humanities

The

Proposal

Of

The

Integral

Curricul175

3.2.8.1. GUARANTEE OF AN ACADEMIC DEGREE FORMAT (OFFLINE)

Please click here to access the format.

Development of Graduate Study (Guarantee of an Academic Degree)

Student Name:

ID #:

Educational

Tracks

Personal
and Social
Education
Methodological
and
Instrumental
Education
Scientific
Education
Work
Education
and
Experience
Participation
in Work

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3.3.3.4. SEMINAR INTERNATIONAL DEVELOPMENT: 2010 STATE OF

THE WORLD: TRANSFORMING CULTURES FROM CONSUMERISM TO

SUSTAINABILITY

We ask that you read the titled book 2010 State of the World: Transforming

Cultures from Consumerism to Sustainability written by the W

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3.3.4.9. CURRICULUM DESIGN EXAMPLE (OFFLINE)
Name: Write your name here ID: Write ID here
Course Titles
below on each
row
Course Objectives Course Description Activities to Carry Out Source of Data
Bibliography
1 Write course title
here
Write your personal objectives
to study this course here.
Write a brief description of the topics that you
would like to cover in your course here.
Write that you will do an
essay of 15 to 25 pages
(Bachelor & Masters) or 20

to 30 pages (Doctorate)
here.
Write where you
obtained information
for this course here.
You may also write
"self-developed".
Write the name of one book
and author for this course.
You may also choose a video
lecture.
2 Theories of
International
Relations
The objective is to examine
critically the contemporary
relevance of different strands of
thinking about world politics,
the creation of various
contemporary “traditions” of
thought about International
Relations, the nature of
“theory” in world politics in
world politics, and the
relationship between ideas
about international order and its
historical evolution.
The course surveys the contributions to our
thinking about politics of several influential
Western theorists. The central focus is the
content and historical context of their writings as
well as some of the social and biographical
factors that influenced their thought.
For achieving the
objectives of this course, I
will research on a particular
topic and compile a
research paper of 15 to 25
pages.
My source for the
description and the
objectives of this class
is from Professor
Keith Krause of The
Graduate
Institute/Geneva

(2012-2013).
David Boucher, Political Theories of International Relations (1998), Oxford University Press, Oxford; Ian Clark and Iver B. Neumann (1996), Classical Theories of International Relations, Macmillan, London;
3 Perspectives in Politics and International Relations
This course will help me find trends, patterns and generalizations for events occurring today, with those that occurred in the past and those that I am likely to see in the future;
This course emphasizes the role of "theory" in the study of issues of international relations. Exploring a range of theoretical underpinnings to deepen our understanding of international relations;
For achieving the objectives of this course, I will research on a particular topic and compile a research paper of 15 to 25 pages.
My source for the description of this course is from American Graduate School of Paris in the graduate school catalog.
Benjamin, J. Cohen and Charles, Lipson (1999), Issues and agents in international political economy, Massachusetts, MIT Press;
4 The UN system and International organizations

Understand how function the main International Organizations, particularly the UN;

International organizations have joined the list of the most important actors in global affairs. The course distinguishes two types of international organizations: intergovernmental organizations (IGOs) and nongovernmental organizations (NGOs) and seeks to understand their past and present function in contemporary societies and international relations, focusing on IGOs and the UN in particular.

For achieving the objectives of this course, I will research on a particular topic and compile a research paper of 15 to 25 pages.

My source for the description of this course is from American Graduate School of Paris in the graduate school catalog.

Karns, Margaret and Karen Mingst. 2004. International Organizations: The Politics and Processes of Global Governance. Boulder:

5 International Public Law

Learn about the creation of International Public Law through treaties, customs and general principles.

States will be studied on many levels, including defining the term "state", identifying its attributes and determining how its responsibility can be engaged. Other actors such as international organizations will also be considered, and individuals as subjects and not

		only objects of IPL.
		For achieving the objectives of this course, I will research on a particular topic and compile a research paper of 15 to 25 pages.
		Self-developed Ian Brownlie, Principles of Public International Law, 6th ed., Oxford University Press, 2003.
6	The Global terrorism	Provide a working definition of terrorism and evaluate the nature of terrorist threats globally; Analyze the terrorist strategy and its weaknesses, and Evaluate different causes for terrorism; Analyze and apply different aspects of a counterterrorist strategy.
		This course is designed to facilitate an understanding of this rather malicious form of political behavior. Over the course of this summer session you will learn about terrorism and counterterrorism with an emphasis on three important areas of evaluation. The first section is on terrorist action. Here we will review the definitional dilemmas related to terrorism, learn about the different forms of terrorism in the world and the relative threat related to these different forms, and evaluate the terrorist strategy.
		For achieving the objectives of this course, I will research on a particular topic and compile a research paper of 15 to 25 pages.

The source of the description of this course is Prof. Dan Masters in the course syllabus (University of North Carolina Wilmington Department of Public & International Affairs Summer)
Rohan Gunaratna, Inside Al Qaeda: Global Network of Terror (New York: Berkley Books/Penguin, 3rd. ed, June 2003).
7 Issues in U.S. Foreign Policy
The purpose of this course is to provide students with the tools to understand both the how and the why of U.S. foreign policy decision-making. The course covers: the principles and concepts of US foreign policy; sources of American foreign policy; the process, politics and structure of US foreign policy making; past and present foreign policies and possible directions for the future; and competing interpretations of American foreign policy
This course offers the student the opportunity to examine the concepts and theories used by scholars to make sense of past events, interpret and analyse contemporary issues and predict future developments in American foreign policy..
The making of US foreign policy is a complex process, and the decisions made have tangible and intangible consequences on the lives of

Americans and people all over the world.
For achieving the objectives of this course, I will research on a particular topic and compile a research paper of 15 to 25 pages.
My source for the description of this course is from American Graduate School of Paris in the graduate school catalog.
Kenneth W. Dam, The Rules of the Global Game: A New Look at US International Economic Policymaking. University of Chicago Press, 2001.
8 Current Economic Problems and Policies
To equip future policy makers with the basic analytical tools of macroeconomics, and prepare them to assess some of the economic issues they will encounter in this area.
Building on the knowledge already acquired by the students, this course will focus on open-economy macroeconomics, with special emphasis on the recent business cycle, current global imbalances, and the exchange rate of the dollar.
For achieving the objectives of this course, I will research on a particular topic and compile a research paper of 15 to 25

pages.
Self-developed The Making of U.S.
International Economic
Policy, Praeger, 2000, 5th ed.
John S. Gordon, Hamilton’s
Blessing: The Extraordinary
Life and Times of Our
National Debt,

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This phase is the culmination of the program at AIU in which you will

present/display your thesis or final project. This phase must be the integration of all the

learned material obtained during your program of study and must also be focused on

the practical application of AIU’s techniques and technologies, as well as taking a

cultural heap of humanity.

For this reason, we need you to present your development based on the following

sequence:

3.4.1. PROPOSAL OF THESIS CONTENT AND/OR FINAL PROJECT

This will show you the steps to submit the content of your Thesis or Final Project to our

Academic Staff. We recommend you follow the thesis recommendations on the

following pages, that at a declarative level, but not be limited to, can contain:

• NAME OF THE THESIS (title page)

• INDEX

• INTRODUCTION

• DESCRIPTION

• GENERAL ANALYSIS

• CURRENT INFORMATION

• DISCUSSIONS

• CONCLUSIONS

• BIBLIOGRAPHY

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3.4.2. FINAL THESIS OUTLINE

Below you will find two outlines to help you with your thesis. The first one is less

detailed than the second one, but both provide a general outline with guidelines to direct

you to write a successful thesis:

Thesis Outline #1

Acknowledgements (to people who helped you)

Abstract (a short summary of your thesis)

Chapter 1: General Introduction

Contextual Data

Background Information

Chapter 2: Definition of the Investigation (or Issue)

Statement of the Issue

Description of the Issue

Chapter 3: Dynamics of the Anticipated Solution

Goal(s) and Objective(s) of the Investigation

Methodology

Chapter 4: Overall Outcomes

Strategy and Techniques

Results

Chapter 5: Analysis

Interpretation of Results

Questions about alternatives

Chapter 6: Conclusion

General Discussions

Recommendations

References

Appendices

While the above outline may be modified, it is highly recommended that you use the

outline, though you should change, add, or remove wherever you find it appropriate.

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Thesis Outline #2

I. Introduction

• Definition of the notion/concept of modernity (an explanation of the key term)

• Introduction of the topic (what specific topic will be featured?)

• The issue being debated (what specific aspect of the topic will be considered?)

II. Elements of procedures

• Presentation of the methodology (the modalities of the debate)

• Choice of the variables (an overview of ways data will be manipulated)

• Possible Outcomes (a hypothesis)

III. Review of the Literature

• Past Literature (what old authors have said on the topic?)

• Modern Literature (what contemporary authors have said on the topic?)

• A Comparative Reading (a possible comparison of the two)

IV. Detailed Analysis

• The Actual Process

• Illustrations

• Preliminary Results

V. Overall Outcomes

• The Actual Results

• Interpretations of Results

• Link to Real Life

VI. Analysis

• Isolated Analysis

• Comparative Analysis

• Questions about alternatives

VII. Conclusion

• General Discussions

• Recommendations

References

Appendices

While the above outline may be modified, it is highly recommended that you use the

outline, though you should change, add, or remove wherever you find it appropriate.

3.4.4. HOW TO WRITE A THESIS

There are several ways to write a thesis. In the next pages there are many suggestions on how to structure your thesis. Each section contains different examples, but they all give you important guidelines.

3.4.4.1. RECOMMENDATIONS IN WRITITNG A THESIS (I)

This section contains a writing guide that includes basic, simple, but fairly pragmatic advice about the process of writing a thesis. Here, we limit ourselves in giving you simple ideas about how to start a thesis work, how to organize it, how to divide apparently difficult tasks in small portions, and complete the tasks involved in each portion. This section also includes details about the global structure of the document as well as what specifically should be in each section of the writing. Because it

was
intended for students with a Physics major, most examples relate to this particular arena
(José Luis Parented, February 2003).
CONTENT
Part One
GETTING STARTED
You need to make up your mind and plan your writing around: an outline, a sense of
organization, a specific work agenda, and a flow of ideas.
Part Two
A SUGGESTED THESIS STRUCTURE:
The overall plan should be as follows:
A cover page
An Abstract, Acknowledgements, Table of Contents, Introduction, Review of the
Literature
Middle Chapters, Chapter Structures, Materials and Methods, Investigative Theories
Results, Discussions, Conclusions, Bibliography, Appendices.
BEGINNING
At first, writing a thesis appears to be a daunting task that is considered difficult. In
fact, it is to a large extent. However, a deep feeling of relief will come after you complete

a couple of chapters. True happiness will follow when you approach the end because it
all boils down to the personal satisfaction to know the job is done and that one has
contributed a significant share to the world’s scientific knowledge.
Thus, let us assist you so that you can take off in a smooth way.
An Outline
First, prepare an outline of your thesis: write a sketch of the titles of the chapters,
subtitles, titles of illustrations (as planned placeholders for the results) and some other
useful notes. You must have a logical sequence of steps in the design of the plan and a
tentative final outline of the thesis, as the final outline of this work.
With this complete plan, you should make a relatively adequate list of virtually all details,
facts, and statements that are necessary to make the point of the thesis. With this
detailed outline, you will simply face the easy task to add a paragraph with some details

to every title in your sketch.
How to craft the sketch of a chapter?
The following routine has proved helpful to many:
• Gather all illustrations (tables, diagrams, anecdotes, etc.) that you plan to use.
• Put them in the logical order you would use for your own presentation.
• Practice to present the ideas to an acquaintance of yours (to test the waters, so
to speak).
• Soon after you fine tune your sequence, write down key transitional words for
that purpose.
• Immediately following this initial step of your outline, you should develop your
thesis. This first draft is important because:
• This would help generate the ideas you will actually use in the final version.
• This would assist you in defining a work agenda based on your own availability of
time
The Organization
Here, a physical (hard-copy) and electronic (soft-copy) o fan archival system for the
thesis can be extremely useful.
1. Have a folder containing all papers, manuscripts, recordings, photographs, etc.
For each chapter or main part of the thesis, another folder should also be prepared for all correspondence on this particular topic.

2. As for the electronic archives, they should follow the same routine. Furthermore,
it is a good idea to create a file in your word processor containing specific words
related to each chapter and another for bibliographical referents. The reason for
this can be seeing when you think about finishing a chapter, those notes can quickly become treasures or life saviors for your writing.
3. In each document, always have footer where you can write the version of the
document (date, time) along with some other important details such as page number, for instance.
The Thesis Bureaucracy
While deeply involved with the thesis process, you should bear in mind there are
many administrative duties or obligations that go along with this. You must complete all
the necessary paperwork related to this endeavor in a timely manner as well.

Manage to ensure that you address every single issue, and follow your previously fabricated agenda very closely. Above all, make sure bureaucratic issues
remain secondary in your agenda and do not hinder the essential process of your
scientific research

1. Prepare a work calendar

It is critical to plan your activities in detail. You should build a strict chronogram
together with your advisors. For those who are familiar with these programs, PERT and
CPM can help you achieve great results.

Try your best not to cheat yourself. In other words, plan activities you can afford
to complete. Build your agenda, indicate a submission date to your advisor and
EXECUTE the plan!

2. Make your ideas flow smoothly.

You could, for instance, keep a folder called “Ideas” where you would write down
all of the interesting data or ideas about your work. This could easily constitute an
excellent source of supporting details for your thoughts or statements.

Even when working away from your computer, it is still possible to generate and
write down ideas that hit your mind about the topic of your thesis. As soon as it
becomes possible, you can transfer such information to your “Ideas” folder.

Try to connect the ideas to each other in relation with the bulk work of your thesis. Establish a relationship between your ideas and those expressed by other

authors prior to using them in your document. Use graphic organizers to accomplish this
conceptual work or better still, the SmartDraw program can be useful.

Part of the process includes your interaction with your advisor. Your Thesis Proposal is very important as your advisor will be able to give you advice on what you
should add and what you should refine. You should not feel bad about these changes
because they will be intended to assist you with your thesis work.

Scientific writing being an art, takes time to both understand and assimilate. When you understand the concept, you will become deeply involved with the process
and with all the implications of such involvement. The more you refine your work, the

better. Remember, writing is a process that requires many drafts to polish your ideas in the best possible way to achieve the best results that you desire.

WHAT IS A THESIS? WHO IS IT INTENDED FOR? HOW DOES ONE WRITE IT?

Your thesis is a task of investigation and encompasses a problem that relates to science. You should consider questions such as: What is the problem? What is it that people already know about? What is to be done to solve it? What the results of your research mean? What improvements you can suggest or recommend beyond the scope of your thesis?

Please do not worry about traditional students' examination: a thesis is not a response to questions from an exam!

Readers of an exam are normally those with such response. They know how to holistically evaluate your performance through an understanding of both the components of the response, and your strengths and weaknesses with regards to the topic.

Readers of a thesis, however, do not possess an "answer" to a given hypothesis. Given the purpose of this work, the university requires an original contribution to scientific knowledge: your research must discover something unique and innovative to the world.

No one knows more than you do

A jury composed of experts in the field of your thesis will read your document.

Yet, absolutely no one knows more than you do... throughout the world! As a result, it is essential to write clearly in order to make the jury's job in analyzing your work fairly easy.

Your thesis is a scientific document. As such, it will be consulted by many researchers who will be looking for as many details as possible about your lab experience and other related activities. Therefore, we urge you to keep this in mind and try to digitize your work in microfilm, for example, for researchers.

Another word of advice is to have someone else read your draft and provide you with suggestions that can be valuable. This can also help you to make sure

your work is
being written correctly free of grammatical and spelling mistakes.
How much detail should you include?
Actually, it should be fairly more than in a scientific article! Soon after the evaluation of your thesis and a quick reading of the first three pages by your friends,
only those deeply interested in your topic will find an interest in reading your complete
paper. For instance, a young researcher with a passion for your topic might be willing to
follow on your footsteps. Therefore, would your thesis be a solid reference in this
context?
Thus, you should be driven by a pledge to have your paper fully prepared with
all the useful details people might need: pictures, diagrams, compu

It is helpful to always have a clear plan of the project. What problem of investigation
will we analyze? How will it be carried out? Will we add to the work of our field or will it be
a documentary? Or, what are the axes of analysis that will be perfected to obtain the
raised objectives?
The structure
As far as how the thesis will be structured, there is not only one rule. Some universities provide a basic scheme that there is to this respect, to the style:
Cover
Acknowledgements
Index
Introduction
Chapter 1: Problem of investigation, Objectives, Hypothesis, Variables and Method of
investigation
Chapter 2: Referential Framework
Chapter 3: Theoretical Framework
Chapter 4: Results of the study
General conclusions
Bibliography
If we have greater freedom to structure the thesis, then several alternatives appear.
As a general rule, the subject that we cho

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3.5.2. GRADUATION PROCEDURES
We will ask you to fill in the blank spaces of this communication, sign at the end of
the document, and send the complete document scanned through your electronic section
within 5 working days to begin the proceedings of the elaboration of your diploma and
transcript of studies. The process has to be done as a form attachment in your electronic
section. Please name it “signed letters for graduation” as the topic of the message.
FORM
Congratulations on completing the Academic requirements of your Degree Program with Atlantic International University. The Academic Department has begun the
necessary procedures for your graduation.
Please complete the form(s)/questions below and send them back with your signature within the next five (5) business days to initiate the ordering of your Diploma
and official Transcripts.
1. DATA VERIFICATION FOR DEGREE
I am enrolled in the School of (e.g. Science and Engineering, Business and Economics, Social and Human Studies)
Confer upon (Write your name exactly as you would like it to appear on your Diploma)
The Degree of (e.g. Masters of …)
With a major in (e.g. Business Management, Computer Science, Marketing, etc…)
Please check this Major in your Transcript
1. Letter: Job Placement, Accreditation, and Recognition
Atlantic International University
Attn.: Student Services Department
Subject: AIU is not responsible for Job Placement / Employment
Date: _____
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Dear Sir:
With this letter I certify that AIU or any other associated parties is/are not responsible for my job placement or employment opportunities.
I am also aware of the Accreditation Status and recognition of Atlantic International University.
Sincerely,
Name and Signature: _____
Student ID #: _____
• Please update your Profession Profile with the university:
Company Name: _____

Job Title: _____
City, State: _____
Comments:
3. Experience at AIU
Please write a letter about your experience here at AIU and upload your response
in your electronic student section.
Please send the letter as a message with an attachment through your student
section or simply paste it at the end of this communication. It will be very important for
other students to better understand the true meaning of the AIU experience.
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4. Publication of Assignments
Atlantic International University
Attn.: Student Services Department
Subject: Publishing of Academic Paperwork
Date: _____
Dear Sir:
I hereby authorize Atlantic International University to submit my academic assignments for consideration of publication on the university website.
Sincerely,
Name and Signature: _____
Student ID #: _____
5. AIU Faculty
Atlantic International University
Attn.: Student Services Department
Subject: Interested in becoming part of the AIU Academic Regional Council.
Date: _____
Dear Sir:
I hereby authorize AIU to consider me for the AIU Academic Regional Council, for up to
____ hours per month, if the University would require it. This council seeks to network
AIU Alumni based on their regional location throughout the world.
Sincerely,
Name and Signature: _____
Student ID #: _____
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6. Acceptance on Becoming Part of the AIU Foundation for Academic Advancement
Atlantic International University
Attn.: Student Services Department
Subject: Interest on taking part in the AIU Foundation for Academic Advancement.
Date: _____

Dear Sir:
I hereby request information to be part of the AIU Foundation for Academic Advancement. This Foundation seeks to further educational access to those less
fortunate via maintaining scholarships, grants, and other funds for applicants throughout
the world.
Sincerely,
Name and Signature: _____
Student ID #: _____
7. Letter of Commitment as AIU Alumni
Atlantic International University
Attn.: Student Services Department
Subject: Commitment to AIU
Date: _____
Dear Sir:
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I hereby acknowledge my commitment as an AIU alumni to uphold the Declaration of
Human Rights in my field of study forming part of the philosophy of AIU and its
members.
Sincerely,
Name and Signature: _____
Student ID #: _____
8. Letter of the Acquired Advantages
Atlantic International University
Attn.: Student Services Department
Subject: Acquired benefits when completing the academic program with AIU
Date: _____
Dear Sir:
I hereby cite the acquired advantages on completing my study program with AIU:
a) Personal:
b) Economic/Professional:
c) Academic:
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Sincerely,
Name and Signature: _____
Student ID #: _____
9. Graduation Fee(s):
Please be advised that there is a $300.00 graduation fee that must be paid prior
to graduation.
• There is also a $70.00 fee for an Apostille (a certification of the diploma

according
to The Hague Convention, 1961 granted by the Secretary of State), which is optional.
• An apostille is a special seal applied by an authority to certify that a document is a
true copy of an original. Apostilles are available in countries, which signed the
HAGUE CONVENTION ABOLISHING THE REQUIREMENT OF
LEGALIZATION OF FOREIGN PUBLIC DOCUMENTS, popularly known as THE HAGUE CONVENTION.
o Apostille: YES____ NO____ If Yes, I will pay $370.00 for my final graduation payment.
• If you are interested in pursuing additional graduation proceedings, please contact
the Student Services Department (studentservices@aiu.edu) at which time we will
confirm if your request can be granted.
Tuition Balance: Please check with the Finance Department the balance owed
on your account in order to make the necessary arrangements. AIU will not issue your
degree if there is a balance on the account. You can contact us by email (studentservices@aiu.edu) or by phone (808-521-1869) to inquire about this matter.
10. Mailing Address: Please DO NOT include a PO BOX address (I would like my
degree mailed to the following location):
AIU Graduation Ceremonies take place throughout the world in various locations.
If you are interested in participating in a graduation ceremony

4.5. GENERAL STRUCTURE FOR ALL ASSIGNMENTS
While it is recommended to use the same below titles, they must NOT be underlined
(these must be adjusted so that the paper be at least 15 pages long). Make sure you use
12 size font or smaller. If you need to use a higher font, use it so that you can see
information easily and for the cover page. Do NOT underline.
While it is recommended to use the same below titles, they must NOT be underlined

(these must be adjusted so that the paper be at least 15 pages long).
• Table of Contents
• Introduction: Purpose of the topic
(Definition & rationale for its selection) [About half of a page]
• Description
(Components of the topic and how they relate to modern world)
[About 1 page]
• General Analysis
(Additional relevant details about the topic)
[About 1 page]
• Actualization
(Specific case study to prove your point)
[About a page]
• Discussions
(Pros and cons about the topic)
[About a page – this section can be waived]
• General Recommendations
(What you suggest or wish to happen)
[About a page]
• Conclusion: A new perspective
(Connect everything you mentioned to something new or some possible outcome)
[About half of a page]
• References
List, in alphabetical order and in the writing style that you prefer, all books, journals,
newspapers, documents, and other sources consulted to complete the paper
[About a page] {Look at the following page for actual format}

4.6. ACADEMIC INTEGRITY

At AIU, we encourage researching for the development of learning. Many, if not
all the time, most of the time, will read academic articles, periodicals, books, or other
publications. Keep in mind that while there is a lot of information, you need to be careful
to choose your resources wisely. Make sure you know the sources you are using are
trustworthy.

4.6.1. REFERENCES

There is great variety and useful information that you will use in your projects. It
is very important that you cite to reinforce the points you made with important

information. You need at least one reference in each page. Of course, more than one is
more beneficial to the value of your work. Remember, your work is a university
document and it has to indicate what others have done before you. Make sure you
consider works of notable writers and researchers.
It is also imperative that you cite your references the correct way. There are various ways to use in text citations. You can use MLA, APA, or Chicago Style Manual.
Choose the style that you feel comfortable with. All of the styles have their own rules.
You must follow the rules from the moment you start writing the paper until you finish
with a work cited page, more commonly known as a bibliography. For more information
on bibliography, please review the bibliography guide by clicking here.
4.6.2. IN TEXT CITATIONS AND PARAPHRASING
When you are writing a paper and you want to mention

COURSE DIAGRAM
Phase # Courses Key Hours Total
Hours Credits Link to the
EnvironmentEmphasis Specialty Code Theoretical Practical
1ra.
1 Communication & Investigation
(Comprehensive Resume) AUC 401 40 a 120 2
2 Organization Theory (Portfolio) AUC 402 40 a 120 1
3 Academic Evaluation (Questionnaire) AUC 404 40 a 120 1
4 Experiential Learning (Autobiography) AUC 405 The
required 1
5 Professional Evaluation (Self Evaluation
Matrix) AUC 406 40 a 120 1
6 Fundament of Knowledge (Integration
Chart) AUC 408 40 a 120 1

7 Development of Graduate Study
(Guarantee of an Academic Degree) AUC 409 40 a 120 2
8 Fundamental Principles I (Philosophy
of Education) AUC 400 40 a 120 1 a 3
2da.
9 Development of College Education II
(Bibliography) APHI 400 40 a 120 1
10 Seminar International Development APHI 401 10 a 40 1 a 3
11 Seminar Administrative Development ARED
440 2 a 5 1 a 3
12 Seminar Cultural Development AUC 440 2 a 5 1 a 3
13 Seminar International Development AUC 412 5 a 30 1 a 3
14 Curriculum Design ACUR
400 10 a 40 1 a 3
15 Courses Designed by the Student 10 a 40 1 a 3
3ra.
16 Thesis Proposal AUPR
410 5 a 40 1 a 3
17 Final Project AUBT
498 20 a 40 5 a 10
18 Final Thesis AUBT
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7.2.3. FORMAL COMPLAINT FORM
Formal Complaint Form
Name of complainant:
Present Address:
Contact Details:
Telephone: Mobile:
Personal E-mail: Work-email:
Please Give the Following Details:
Name of the Person/ Department complaint relates to:
Date of the Event: Place of the Event:
Names of the Witnesses:
(Note: Please mention list the names person(s) who witnessed the event, if there were
any)
Supporting Documents:
(Please attach all the supporting documents, if you have any)
1.
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2.
Have you raised the matter with a member of staff? YES/ NO
IF YES - Name of the staff member:
Department: Date complaint was made:
How did you make the complaint? Written / Verbally
Did the member of staff give any answer or guidance? YES/NO

IF YES, what was their response?
Please give details of your complaints:
Note: You may add extra pages, if you wish.
Signature: Date:
336
Office Use only:
Complaint Receiver’s Name: Signature:
Complaint Received on: Date:
337
7.2.4. STUDENT HANDBOOK
Student Handbook
Your new life at Atlantic International University starts here.
Use this Handbook to navigate your way through your time at AIU, from your first day to
your leaving day, and beyond, helping you to get the most out of your enjoyable
experience.
How to use this Handbook
This Handbook has been designed to help you settle into life at AIU with greater ease,
as well as to show you the impressive range of support services available to AIU’s
students and provide a comprehensive guide to any questions you may have about
student life. The booklet informs you about these support services and also offers
practical advice and information on a wide range of subjects.
This Handbook is just a starting point for a lot of the information contained in it, and has
been designed for use in conjunction with other resources such a

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Dr. Jack Rosenzweig
2. ACADEMIC ISSUES
2.1 Enrollment
When you enrol at AIU, you will be welcomed to the campus during our Enrolment Day.

Enrolment is the administrative process you will do when you first signup at the Institution,
and it will involve registering for classes, settling any outstanding fees, and collecting
books (if applicable) and timetables. It is also an opportunity for you to meet academic
and administrative staff, to get a letter for opening a bank account, and much more.

2.2 Registration with the Awarding Body

Registration with the relevant awarding body is mandatory. Please note that you are
registered with one of the under-mentioned Awarding Bodies as per their Rules &
Regulations before or at the time of taking admission in AIU

2.3. Know your Subjects

It is very important that you know well about the subjects you will study. Please make
sure you know the following details beforehand:

- Subject-name
- Number of core and optional subjects (if any)
- Name of the lecturer teaching a particular subject

2.4 Class Time-table

Class time-table will help you avoid any clash between your lectures and other
commitments. It is strongly recommended that you do not get involved with other
commitments when your course or term time is going on.

2.5 Know your Advisors

The most important thing is that you must know who your Advisors are. They are the
people who will be helping you throughout your academic life in AIU It is recommended

that right from the beginning of your course you must know who your lectures are. You
must know the following things:

- Name of the Lecturer
- The Subject taken by the Lecturer
- Day and Time of the Lecturer’s Class

2.6 Paying your Fees

You can pay your fees by PayPal, Western Union, bank transfer, or any other methods
of payment advised by the university. If you are experiencing financial difficulties, which

prevent you from paying your fees duly, you may talk to one of the Institution's
administrative staff.
Please note that you may pay your tuition fees in a single payment at the time of
enrolment or by instalments.
The following conditions will apply to you if you pay by instalments:
• You must continue to pay your installment until the full balance of the course fee
is paid in full.
3. ACADEMIC SUPPORT
3.1 Induction Pack
Induction Pack has been designed to provide all the necessary information to the
students. All information relating to academic and administrative matter is provided in the
Induction Pack. This helps you understand the following things:
• Relevant details relating to academic matters
• Administration process outline
• Guide to apply for letters and other facilities
3.2 List & Guide of Essential & Additional Reading 4 Academic Guidance

4.1 Tutor

As a student you will be allocated with a Tutor by the Institution. Your Tutor will assist you

to retain an interest in your personal and academic development throughout your

academic career. You can consult her/him for any of your academic matters. He/she is a

model of excellence for the students.

The Tutor will guide you through the subject he/she has been entrusted with. You will be

ensured by the Tutor that you are going through the whole curriculum properly. If you

have any problems or concerns regarding your studies, you can consult Tutor without any

hesitation.

Your Tutor is responsible for offering guidance in your academic work, monitoring

progress and initiating the provision of additional support where this may be

required. He/she is always prepared to fulfil a more generally supportive role and to

discuss any matters affecting your academic work. In cases where personal difficulties

are affecting your academic work, the Tutor may consider initiating appropriate

consultation with you and/or the Academic Advisor.

4.2 Academic Advisor

There is an Academic Advisor for each student enrolled at AIU. The Academic Advisor

deals with overall management of the academic affairs of the relevant discipline and acts

as a course leader. He/she is responsible for ensuring that lesson plans and practical

activities are relevant and appropriate. He/she conducts teaching observations on request

by the Academic Head or as part of the Institution's observation policy; gives feedback

and leads on where the quality of teaching needs to improve; and suggests development

activities etc. You can consult your Academic Advisor for any of your academic matters.

4.3 Academic Head

The Academic Head leads the Institution in the development and implementation of its

academic quality assurance and enhancement strategies and procedures. He/she is

responsible for ensuring that the academic sessions of the university run smoothly.

He/she is also responsible for advising and contributing to the development of the

university’s programs. You can consult the Academic for any of your academic matters

especially if you have any serious problems in making progress.

4.4 Revision Lectures

When all lectures are finished, you need to understand the style of questions and effective

ways to give answer to those questions. Although you may have full realization of the

topic, however, you may not be able to do well in the examinations, if you do not know

how to answer effectively or to the satisfaction of the examiners.

We have seen that although students have taken better preparation, they fail to achieve

good results because of lack of understanding of examinations techniques. AIU is keen

to provide revision lectures to prepare you explaining essential techniques of

examinations.

4.5 Academic Feedback

AIU is very much keen to prepare the students for their course of study. To prepare the

students properly the Academic Advisors provide feedbacks, written and oral. The

feedbacks actually provide details of strengths, weaknesses of the students and also

provide ways to improve the weaknesses.

The feedback also provides guideline to continuously develop their skills and analytical

ability in dealing with problems as posed by the questions. The purpose of feedback is

not to show the students what their difficulties are, but to show what they need to do to

develop in case of any difficulties.

4.6 English Language Support

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AIU provides its registered students with free English Language Support in addition to the

main course. If you have any weakness in English or if you are advised by your tutor, you

can participate in English Language Support program free of cost. Furthermore, you will

get sufficient English Language books and other resources in the Library to enrich your

skills in English.

4.7 AIU Libraries

The AIU Online Library gives users instant online access to more than 275 million records

in 470 languages from 112 counties. The Library Resources include 130,000 books in

electronic format and over 15.9 million full text journals, articles, and periodicals. The AIU

online Library holdings are constantly being updated. A new record is added every 10

seconds ensuring the research material available is at the cutting edge and keeping up

our rapidly changing world.

4.8 Brief Guide to Make Effective Plan of Your Studies

AIU strongly advise that you prepare your own study plan. This will help you make the

appropriate level of preparation 5. ACADEMIC OBLIGATIONS

5.1 Going Ahead with your Lectures

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Students are strongly advised to maintain consistency with the class lectures. You must

follow the lectures in the class and be prepared for the lessons that you have decided to

create and work with. This in actual fact helps you follow your next lectures. Do not keep

your home-work pending until the last minute. This is very dangerous for any student.

Please try and avoid all attitudes that in the end jeopardize your academic life.

Going ahead with your lectures means following step-by-step, the process set out below:

1nd Step: Read your notes

2rd Step: Identify any point you do not understand

3th Step: Take an active part in the next lecture or seminar

4th Step: Correct your misunderstandings in that seminar or class

5th Step: Prepare additional notes for your better understanding and exams.

5.2 Submitting Coursework/Assignment

You must submit all the coursework/assignments in timely fashion. One of the main

purposes of assignments is to assess your understanding of a subject area. They also

serve other intellectual purposes:

 To organize your thinking.

 To bring a wide range of material to bear on a given problem or issue.

 To respond critically and with your own ideas to the issue.

 To select and use information to support an argument.

 To present this argument in a clearly structured and literate way.

Please note that failure to submit your assignments in due time may result in an

unsatisfactory progress in the final assessment.

5.3 Academic Progress

You are required to make overall significant progress in order to achieve your goal;

enhance your career prospect. You are permitted to proceed with your approved course

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of study only if you maintain satisfactory progress as evidenced by turning in

assignments, satisfactory performance and the proper completion of such other work/task

as may be allotted to you. Please note that if your progress is unsatisfactory, you will be

given extra care and support and other relevant remedial measures to help you make

progress. At the same time, you will be warned about the consequences you might face

due to your unsatisfactory progress. If you persistently make unsatisfactory progress even

after pursuing our remedial measures under a given a period of time, you may eventually

be excluded from the University.

Further information relating to your Academic Progress can be found in AIU Policy and

Procedures on Monitoring and Reporting Students' Academic Progress. You are

strongly encouraged to contact your tutor who will be able to assist you should you have

any queries regarding Academic Progress.

5.4 Re-Sits & Retakes

You are expected to finish your intended course on time in accordance with the advised

University course start and end dates.

5.5 Mitigating Circumstances

It is obvious that there are some circumstances that genuinely prohibit some students

from performing well in their studies. Please find the circumstances below that will be

considered in mitigation:

 Severe illness,

 Sudden accidents,

 Parental illness or accidents,

 Illness or accidents of the sisters, brothers, or close relations,

If you are faced with any of the above situations, you must immediately inform your

teachers, you will then be advised to put in writing. However, there is no automatic

guarantee that consideration will be given. Each case will be dealt with individually and

on merit.

6. ADMINISTRATIVE SUPPORT

6.1 Keeping Your Records Updated and Change of Address Notification

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The University will update student records as necessary. It is your responsibility to ensure

that you notify the University immediately if there is any change in your contact details

e.g. address, telephone number, mobile telephone number, or any other change in your

personal circumstances. You can notify any changes by completing the Change of Details

Form which is available at the reception.

You must provide the details of your next of kin at the time of application and notify the

Institution immediately should there be any change pertaining to your next of kin.

Your whereabouts is very important for us to know. We will from time to time be sending

you letters and information in connection with your study with us such as attendance

notification letter, examination notice & schedules, examination admission notice, course

materials, or other kind of academic letters. Obviously, we will not be able to communicate

with you properly, if we do not have your exact address. So, make sure that you duly

inform us about any change in your address. If you do not give us your up to date address,

we will not be able to provide exact address details which will result the refusal of your

application to bank, reference etc. and most importantly, failure to notify your current

address to the University may even jeopardize your studentship at AIU.

6.2 Sickness Affecting Study Performance

AIU understands that no human has control over illnesses. It is natural that students may

suffer illness and therefore, students' performances and attendance at lectures may

severely be affected. In such circumstances the students must see a GP to get medical

attention and treatment. The student who suffers illness must submit relevant documents

in support of his or his/her illness.

The Academic Committee of the Institution will decide about extra classes or extension

of time to submit coursework or assignment, if any. The academic committee will

communicate its decisions after due assessment of your case.

7. CONDUCT

You are expected to conduct yourself responsibly when attending AIU. Misconduct may

result in you being suspended from the University. In such cases no refund of fees will be

given and any outstanding tuition fees will be payable.

7.1 Disciplinary Procedures

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When you enroll on a program of learning at the Institution you sign and commit to a Code

of Conduct. If your behavior, attendance record or academic standards are persistently

below the standards required of the Code and are not resolved by informal discussion

and negotiation, then disciplinary proceedings may be started against you.

The disciplinary procedure is a formal process which applies to all learners enrolled at the

Institution. There are two types of activity in which disciplinary action may be required:

7.2 General Misconduct 348
7.4 Complaints Procedure
AIU endeavours to create a positive learning environment for students, one in which each
student has the opportunity to achieve their personal best. Part of the maintenance of that
positive environment is a fair and open complaints procedure made available to all
students.
7.5 Informal Complaint
This is a less formal procedure where a complainant may raise his or her concern about
the way the services were provided. The complainant simply may see the Academic
Advisor and orally inform the matter which will be dealt with immediate basis. However, if
the matter is serious and the complainant is utterly dissatisfied, the academic advisor will

rather accept the complaint as a formal one.

7.6 Formal Complaint

If a student or a visitor wants to bring a serious complaint about any matter in relation to the way the services are provided, the complainant may bring a formal complaint. It requires the complainant to take a complaint form from the reception. The complainant may also additionally write his or her allegations in addition to filling the complaint form.

For more information about our complaints procedure, please contact academic advisor or your tutor.

8. STUDENT WELFARE ISSUES

8.1 Health and Safety

Everyone in the University has a responsibility to those around us, and to ourselves, to ensure that we all remain safe in the Institution environment. You are requested to go through the ‘Health and Safety Manual” of the University and know the arrangements provided by the University.

8.2 General Counseling

AIU provides counseling services to those students who fall back in their studies. This is assistance to those students who have ability to follow the course but for some reasons they have failed to perform well. AIU faculty members usually hold meetings with the students and try to understand as to why the students have failed to maintain required level of progress. Once reason has been detected the counselors then provide advice and necessary supports, or give indication to academic personnel his required assistance, if it is purely an academic matter.

8.3 Financial Advice

AIU understands that you may experience financial difficulties and may not be responsible for such difficulties. In such cases AIU provides advice to you as how to manage your

resources in terms of money to tackle the situation.

8.4 Social & Cultural Program

AIU is a leader in organizing social and cultural events. The purpose of such event is to allow you to learn and enjoy the beauty of different cultures. Students from different countries take part in such social and cultural events. In those programs they present their cultural activities, thoughts, ideas & beliefs. However, you are advised not to advance any political or disputed doctrine in the name of presenting the cultural and social program.

9.5 Career Advice

Whilst studying at AIU it is important to start thinking about your future career. Career advice and guidance provided by the university is available to all the students. For more information on career advice, please contact Student Services.

9.6 Local Library Information

Apart from the AIU online library, you have many other libraries not far away from your location. You can take membership and use books as per their rules & regulations.

Generally, you need to have a proof of your identity and proof of address in order to apply for membership of the library.

10. OTHER IMPORTANT ISSUES

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10.1 Equal Opportunity

AIU aims to promote equal opportunity for all, and to ensure that no one is discriminated because of gender, race, ethnic origin, disability, nationality, color, religion, political/religious beliefs, age, sexual orientation, marital status, or family responsibilities.

10.2 Data Protection

Next to its people, AIU regards information as its most important asset. Because of this, the Institution recognises the importance of protecting its information assets and, in particular, the information relating to its staff, students and other individuals in whatever form that information is held. All data, whether held electronically or manually, are kept securely and not disclosed unlawfully.

10.3 Disability Strategy

AIU is keen to consider all the potential students irrespective of their abilities in terms of physical and mental health. For disabled students who cannot follow the course due to their disability, AIU will take the necessary steps to consider their application for admission.

Please refer to the ‘Disability Strategy’ of the Institution for more information.

10.4 Disclaimer

This Handbook does not replace AIU’s regulations. All students will be required, as a condition of enrollment, to abide by and submit to the procedures of AIU which are amended from time to time.

Every effort has been made to ensure the accuracy of the information contained within this Handbook, but it is subject to alteration without notice. AIU will use all reasonable endeavors to deliver programs in accordance with the descriptions set out in this Handbook. However, AIU reserves the right to make variations to the contents or methods of delivery of programs, to discontinue programs and to merge or combine programs, if such action is reasonably considered to be necessary by AIU. If AIU discontinues any program it will use its reasonable endeavors to provide a suitable alternative programs.

11. FAQ

Q. Where do I go first to register?

A. You must speak to an Admissions Officer to register yourself. The admission officer will help you in registering you in the course.

Q. Where do I go to receive my ID Card?

A. You must apply by filling the ID Card Form which will be available online, on your student platform. You will need to allow time for your card to be processed. You can print your ID Card from your student portal.

Q. Where do I go to discuss my financial difficulties?

A. You must speak with your tutor to discuss your difficulties.

Q. Where do I go to discuss my weakness in studies?

A. You can communicate with your Tutor and/or Academic Advisor.

Q. How do I know about the details of my course?

A. You will be given a full induction at the beginning of your course. You will be provided
with an intensive induction pack where all the necessary information will be included.
Please read the induction pack carefully and try to grasp the most important information
in order to make a smooth start to your study. If you have any queries you must meet one
of our student service officers.
12. COMMENTS & COMPLIMENTS
AIU aims to provide high quality education and services to everyone who studies at, works
and visits the Institution. Your views are important to AIU and we need you to tell us when
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a service is failing or something is not right. AIU would like to hear from you about services
that you like and/or if you have an idea for any improvement or change to a service.
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14. ANNEX
Annex A
AIU Students' Regulation (General)
Introduction:
AIU is keen to maintain the excellence in academic performances and quality education.
This can be achieved only by disciplining the staff and the students of the Institution. In
view of this AIU is happy to make regulations for the students, which must be observed
by all the students, while they are studying courses with us.
Regulation 1: The students must submit required Coursework or Assignments, or
appear at the written examination without adopting any unfair means.
Regulation 2: The students must maintain at all the time good appearance and
behavior with the fellow students and to all the members of AIU staff.
Regulation 3: The students must not behave intimidatingly under any circumstances.
Regulation 4: The student has a duty to provide accurate details relating to personal
and
previous academic issues.
Regulation 5: The students must not be involved in any form of behavior that amount
to

bribery or attempts to bribe.
Regulation 6: The Students must not solicit any thought or philosophy or campaign to
enhance racial hatred, or increase sense of discrimination based on
race, religion, and color.
Regulation 7: The students must follow the health and safety rules and procedures
during the stay in AIU campus.
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Regulation 8: The students must not use any AIU property, or AIU office equipment
without prior permission.
Regulation 9: The students must not act in such a manner that in effect badly affects
course or academic integrity.
Regulation 10: The students must NOT act unlawfully or against the interests of the
Institution.
Regulation 11: The students must avoid plagiarism and any proof of it may result in
removal
from the course.
Any deliberate and serious breach of any of the regulations will be gross misconduct on
the part of the students.
Annex B
Disciplinary Procedures
Introduction:
The basic purpose of the disciplinary procedure is to keep our students in line with the
academic standards so that students can experience the excellence of academic and
professional studies.
Disciplinary Procedure Step-By-Step:
Stage: 1 Initial Proceedings
Step: 1 Write a letter explaining the gross breach of duty or misconduct.
Step: 2 Request an explanation from the accused student about the breach or
misconduct.
Step: 3 Make a meticulous assessment of her /his previous academic performances and conducts.
Stage: 2 Hold an investigation
Step: 1 Talk to the department’s personnel i.e. where the misconduct or breach took
place.

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Step: 2 Talk to witnesses, if there are any.
Step: 3 Collect and collate the evidence regarding the misconduct from both parties
Stage: 3 Assessments
Step: 1 Assess the alleged breaches or misconducts.
Step: 2 Assess the answer made by the accused student.
Step: 3 Assess the investigation findings.
Step: 4 Make a comparative study of alleged breach or misconduct, alleged student’s explanation and investigation findings.
Step: 5 Assess the prima facie of the allegation.
Stage: 4 Post Assessment Activities
Step: 1 Confirm in writing to the student the date of the hearing, time, place, and
the person who will conduct hearing.
Step: 2 Inform the student of the papers or documents that she or he is required to
bring.
Stage: 5 Final Hearing
Step: 1 Listen to the accused student and take full notes of what she or he says.
Step: 2 Take a good look and assess meticulously the reasons and explanations
about the alleged breach or misconduct.
Step: 3 Report the result or findings of your investigations.
Step: 4 Report the final decision of the hearing i.e. whether she or he is in breach
of duty or liable for gross misconduct.
Step: 5 confirm the decision of the final hearing in writing to th

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Disciplinary Committee (DC):

Explanatory Note:

 The Disciplinary Committee will be in charge of all the disciplinary issues of AIU

 The Chairperson of the disciplinary committee will be able to delegate his power

to any one of the two members or other to decide on behalf of the Committee Chair.

 In case of any disciplinary issue the DC will form a sub-committee to make

investigation on the matter and to make decisions about the student in question.

 An appeal can be made against the decisions of the sub-committee and the appeal

must be made to full disciplinary committee.

 The full disciplinary committee will then make final decisions by following full

disciplinary hearing procedure, and will make final decisions.

 There will be no further appeal against the decisions of the full disciplinary

committee i.e. the decision of the full disciplinary committee will full and final.

Annex C

Student Appeal against Disciplinary Decisions

Appeal Procedure against Disciplinary Committee Decisions:

Rule: 1, An aggrieved student has the right to make an appeal against the decisions

of the disciplinary committee.

Rule: 2, The aggrieved student must make an appeal in writing and it must be

addressed to the Chairperson.

Chairperson

Member Member

Rule: 3, The aggrieved student must give details of the grounds, provide evidence,

if any, relating to the grounds for appeal with the application.

Rule: 4, The disciplinary committee must provide particular date, time, venue to hold

hearing of the appeal, and must send a letter to the effect as soon as

possible.

Rule: 5, On that date the full disciplinary committee must be present and must listen

to the aggrieved student. The Committee must also make a closer

examination of the evidence, if any, that may be presented by the aggrieved

student.

Rule: 6, The Disciplinary Committee must listen to the witness, if any, of the

aggrieved student and take full note of what the witness says.

Rule: 7, The Committee must then make meticulous assessment of the following

issues for better decisions:

 Grounds raised by the aggrieved student;

 Evidence presented by the aggrieved student,

 Witness statements of the aggrieved student;

 Any other documents or evidence relating to his or her claim;

Rule: 8, The Committee must listen to the legal representative or other type of

representative and take notes of all the statements.

Rule: 9, The Committee must assess the issues relating to the client as presented

by the representative.

Rule: 10, The Committee will then make a comparative study and assessment of all

types of submissions, documents, evidence, and take its final decisions.

Rule: 11, The Committee will read out its final decisions to the aggrieved student in

his/ her presence or in the presence of his/ her representative.

Rule: 12, The Committee will send a copy of its decisions in writing and it must be

signed and sealed.

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Rule: 13, After the decisions of the Committee there will be no further appeal.

The AIU DC Hierarchy:

Explanatory Notes:

 The AIU will have a two-tier disciplinary committee, and they will be as follows:

 Disciplinary Committee

 Disciplinary Appeal Committee

 The disciplinary appeal committee will be apex in the hierarchy and will hear the

appeal only.

 The disciplinary committee will conduct the first hearing after the necessary

assessment.

 The disciplinary committee will be accountable to disciplinary committee.

 The disciplinary committee may be constituted of a minimum of one member.

 If the committee is constituted of more than one member, one of the members will

be chairperson of the subcommittee.

 The chairperson must be senior member in the hierarchy of the AIU

Disciplinary

Appeal

Committee

Disciplinary

Committee

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Annex D

Complaints Procedure

Policy Overview

AIU is keen to minimize all kinds of non-conformities and to encounter those non-

conformities through an established system of receiving and dealing with complaints.

Appropriate systems of receiving and dealing with the complaints provide the gateway to

learn the views of those who experienced the institution’s services. This gives AIU an

opportunity to rectify the non-conformities and thus brighten the image of the institution

when correctional actions to remedy the non-conformities are taken.

Who can complain?

The following people may bring complaints:

 those who are not satisfied with any services received from AIU;

 students (or those acting on student’s behalf)

 visitors

 service users

 staff members

Reasons for Complaints

Complainants may bring complaints for any of the reasons set out below:

 That the advice provided was not appropriate or wrong;

 That the personnel did not provide appropriate guidance;

 That the matter has been dealt with negligently;

 That the university did not update the complainant properly and in time, thus

complainant failed to take appropriate action and suffered loss and damage;

 That the complainant received substandard services;

 That the complainant had been misled about the matter;

 That the university did not deal with complainant’s problem expeditiously and thus

had caused him/her problems of a substantial nature;

 That the university has charged in excess of the fee scheme;

 That the institution had never provided the complainant with the services for which

he/she had already paid;

You may also add any other reasons that suit you most in your complaint. Please give

details of the reasons as much as possible. State your reasons clearly and without any

apparent ambiguity.

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Purpose of the Complaints Procedure

The purpose of the Complaints Procedure is to establish an effective monitoring system

in the organization. AIU can identify any on-going irregularities or ineffectiveness of

systems, when there is a complaint about the matter from an interested party. The

complaints procedures are also used as indicators of standards of customer service that

have been successfully established and tested.

When a complainant approaches AIU with a genuine complaint, it is believed that the

complainant has given AIU a chance to rectify the errors or ineffectiveness or unfairness

in the system. It also helps AIU to take appropriate policy decisions after careful

consideration and investigation of the complaint. The most important purpose of the

complaints procedure is to ensure that no student leaves the organisation with bad

experience, dissatisfactions or grievance.

Informal Complaints Procedure

Introduction

This is a less formal procedure where a complainant may raise his or her concern about

the way a particular service was provided. The complainant may meet with the complaints

officer and discuss the matter that will be then immediately dealt with. However, if the

matter is serious and complicated and the complainant is still dissatisfied, the complaints

officer may accept the complaint as a formal one.

Report to the Complaints Officer

If a student, visitor, or other interested party is dissatisfied because of the way she or he

was dealt with, the dissatisfied person may complain about the matter. The Complaints

Officer will record the complaint in writing and will immediately look into the matter.

Investigation

The Complaints Officer will then immediately investigate the matter. If necessary, the

Complaints Officer will contact the department from which the complaint emanated. If the

complaint is able to be immediately resolved, the Complaints Officer will take a decision

as to the resolution of the complaint and inform the relevant parties. However, if it is not

possible to investigate the matter on the same day, the Complaints Officer will provide a

possible time frame to deal with the complaint, explaining to the complainant why it was

not possible to give a decision immediately. If, upon investigation, the Complaints Officer

feels that the situation is serious enough to warrant a formal complaint, the complainant

will be advised of this, and encouraged to pursue this.

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Decision

If the Complaints Officer is able to resolve the complaint and provide a decision, this will

be done so orally, but should be followed by a written confirmation of the decision to the

relevant parties. A copy of the written decision must be given to the senior management

of the academic or the administrative head. If the Complaints Officer is unable to

satisfactorily resolve the complaint, the advice of the Senior Management Team may be

sought, or the complaint may be escalated to the status of a Formal Complaint.

Formal Complaints Procedure

If a complainant wishes to bring a serious complaint about any matter in relation to the

way services are provided, or the way thy have been dealt with, or if an informal complaint

has not been deal with satisfactorily, the complainant may bring a formal complaint.

A complaint form should be completed, with documentary evidence attached as

appropriate, and this should be submitted to the Complaint’s Officer for consideration. At

this stage, the documentary evidence submitted need not be the original copies.

Letter of acknowledgement

When the Complaints Officer receives a formal complaint, a letter of acknowledgement

will be sent. The letter must set out the next steps to be taken and indicate a time frame

of the investigation. The maximum time for an investigation will be four weeks.

Investigation

After receiving the formal complaint, the Complaints Officer must contact the department

or the member of the staff against whom the complaint has been brought. Details of the

complaint will be provided for their prompt response. The Complaints Officer will consider

the evidence brought by both parties, and may interview witnesses if appropriate in order

to accumulate further evidence.

Report of Findings

The Complaints Officer will report their findings in writing to the academic or

administrative head and will inform both parties in writing of his/her decision in the matter,

along with recommendations as to steps to be taken in order that the matter may be fully

resolved. The written decision must indicate the following:

 Background of complaint

 Summary of investigation

 Summary of evidence or documents and witness state 373

The following forms of academic misconduct are covered in the corresponding
numbered sections:

- Plagiarism;
- Cheating;
- Collusion;
- Falsification;
- Personation
- Plagiarism

Plagiarism includes:

- copying another student's work;
- Aiding another student to plagiarise;

o Taking an essay, wholly or in part;
o Quoting without appropriate referencing from a magazine, a newspaper, a journal, a book, a website or web-based essay bank;
o Obtaining premature access to test or examination papers.
o Violating copyrights and licensing agreements.

The use of AIU's equipment to make illegal copies of copyrighted or licensed materials is considered as serious as other forms of academic dishonesty. In addition to the possible disciplinary action taken by AIU, the student may be faced with legal action.

• The close paraphrasing or summarising of material from other sources;
• Presenting ideas that were developed in collaboration with other students, with no recognition of the contribution made by other members of the group.
• Self-plagiarism, whereby a student attempts to submit in a particular module a piece of formative work which has already been assessed for another module either at AIU or any other institution, is equally unacceptable. Work may be based on research previously undertaken by the student, but this should be acknowledged in the new piece of work to show the development in the student's thinking. Lecturers may ask to see the original work in order to compare the two.

Appropriate Practice

In their essays, reports, papers and dissertations, students should always give credit to sources, whether quoting directly or paraphrasing. Information, ideas or quotations obtained from any primary or secondary source must be acknowledged according to the convention operated for that particular module or programme. Students who are unclear as to procedure must seek advice from academic staff, as inadequate or lack of

appropriate referencing may result in disciplinary action ranging from the failure of a piece of submitted work to permanent exclusion on the grounds of fraudulence.

Cheating

Cheating is acting unfairly, or dishonestly, to gain an advantage. Cheating by students occurs mainly under examination conditions and is covered by the relevant examination body's own procedures. Cheating includes:

- Communicating with, or copying from any other candidate during an examination except insofar as the examination regulations may specifically permit this, e.g. group assessments;
- Communicating during an examination with any person other than a properly authorised invigilator or another authorised member of staff;
- Introducing any written or printed materials into the examination room unless expressly permitted by the partner awarding institution's course regulations;
- Introducing any electronically stored information into the examination room, unless expressly permitted by the partner awarding institution's course regulations;
- Gaining access to unauthorised material relating to an examination before or during the examination;
- Obtaining a copy of an "unseen" written examination paper in advance of the date and time of its authorised release;
- In any other ways, the provision, or assistance in the provision, of false evidence or knowledge or understanding in examinations.

Guidance Note:

In this context the term examination is deemed to include tests carried out under examination conditions.

Collusion

Collusion includes situations where a student:

- Submits as entirely his/her own, with intention to gain unfair advantage, work done in collaboration with another person;
- Collaborates with another candidate in the completion of work which is intended to be submitted as that other candidate's own unaided work;

- Knowingly permits another candidate to copy all or part of their own work, and to submit it as that other candidate's own unaided work.

Guidance Note:
AIU encourages all students to share ideas and exchange reference material prior to each student writing up their own personal presentation of an assessed piece of work.

Falsification
The presentation of data in laboratory reports, projects, etc. Based on experimental work falsely purported to have been carried out by the candidate or obtained by unfair means.

Personation
“Personation” is the legal term for what is usually referred to as “impersonation”.
Personation is the assumption by one person of the identity of another person with intent to deceive, or to gain unfair advantage. It may exist where:
• One person assumes the identity of a candidate, with the intention of gaining unfair advantage for that candidate;
• The candidate is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for the person personated.

Guidance on Academic Misconduct – Preventative Action by Staff
To prevent the occurrence of academic misconduct, AIU staff should:
• Inform students clearly of the Academic Misconduct Policy on academic integrity and honesty and of any guidelines on academic misconduct, recording the date(s) and occasion(s) for future reference;
• Include statements on academic misconduct in the Student Handbook;
• Make students aware of the penalties for academic misconduct at the earliest stage of the course, e.g. a zero mark for the assessment, expulsion, etc.;
• Provide students with guidance on the format of formal acknowledgement of source material;

• Inform students in writing if possible, of the extent to which they can collaborate in coursework:
• Please refer to the notes in the guidelines from the awarding body as to what is, and is not, allowed when collaborating;
• Be aware that most students are very computer literate and can scan text and surf the web for model essays, etc., with ease;
• Ensure adequate access controls are in place and that learners are

adequately
supervised when using computers (especially when networked) to prevent learners from copying or printing out other people's work as part of their own;
• Devise procedures for assessing work in such a way that plagiarism, cheating
and collusion are more detectable.
Procedures to deal with Academic Misconduct
All instances of suspected academic misconduct should be fully investigated utilising
the proper disciplinary procedures.
The determination of whether an instance of academic misconduct has occurred is a
matter for the AIU's Course Co-ordinator. The allegations against the student should be
provided to the learner in writing before any action is taken, so that the learner is clear
of the case to be answered.
Minor instances of academic misconduct
Minor instances may be dealt with in accordance with the informal (verbal) warning
section of the Disciplinary Procedures, i.e. A verbal warning by the tutor, reported to the
Academic Head.
Examples of minor cases could include a student:
• Receiving undue help in good faith because instructions have been misunderstood;
• Copying a couple of sentences or using someone else's diagrams;
• Copying small amounts of text from books without direct acknowledgement,
• But which does not make a significant contribution to the overall work.
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• Downloading from the internet without acknowledgement, using another's disk or
copying work from another's disk;
• Using another's artwork;
• Not referencing work properly;
• Failing to acknowledge the source of a small section of an assignment;
• Infringing the Academic Misconduct Policy when the assessed work does not
contribute to final grade;
More serious cases of academic misconduct
More serious cases of academic misconduct should be dealt with through the formal
disciplinary procedure. The entire process will be governed by the AIU Disciplinary

Procedure as outlined in the Student Handbook. If the case is proven the following
sanctions may be imposed as appropriate:
• Notify the awarding/examining body, in line with their procedures;
• Inform external examiners/verifiers in line with awarding/examining body's procedures.
• Disqualify the student from the course.
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7.2.7. ACADEMIC MISCONDUCT POLICY
Academic Misconduct Policy I
The following is conceded to be dishonest and therefore unacceptable and not allowed
by the Institution:
• Taking someone else's work, images or ideas and passing it off as your own.
This is called plagiarism.
• Using the computer, either the Internet, or information stored on a hard copy or
floppy disk which belongs to someone else, and passing it off as your own.
• Cheating, that is, acting unfairly or dishonestly to gain an advantage.
• Secretly agreeing with another to cheat or deceive. This is known as collusion.
All these are called academic misconduct. If you are discovered or suspected of any
of the above, the Institution will investigate and this may result in disciplinary action
being taken.
That is what is expected of you whilst you are at Atlantic International University
1. You will only hand in your own original work for assessment.
2. You will show when you have used information provided by someone else by
giving the person's name and where you found the information in your work (or in
your portfolio). For example, if you use someone else's words you will enclose
the quote with inverted commas. You will also repeat this information at the end
of the piece in a bibliography or references section. Your tutor will give you help
with this. You should seek advice and guidance from tutors if you are unsure how
to do this properly.
3. You will show when you have downloaded information from the Internet.
4. You will never use another's disk as if it were your own neither work, nor

copy
work from a disk belonging to someone else and use it as if it were your own.
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5. You will never use someone else's artwork, pictures or graphics (including graphs, spreadsheets etc.) as if it they were made by you or let other students
use or copy from your work and pass it off as if they had done it themselves.
ALL CASES OF SUSPECTED ACADEMIC MISCONDUCT WILL BE FULLY INVESTIGATED BY THE INSTITUTION.
If proven disciplinary action will be taken. The outcome will depend on the severity of the
offence. The member of staff who has looked into what you have done will decide how
serious the case is at first and will then consult senior colleagues. The claims against your
wrongdoing will be written down so that you know the case you have to answer.
The following section gives information on this classification, together with guidance on
the actions the Institution will take.
Cases of Academic Misconduct include:
• Copying from books without acknowledgement which has a significant contribution to the overall work
• Limited plagiarism from professional work (not course books).
• Limited copying of other candidates work (hard copy or from a disk), or excessive
help within one piece of work
• Limited downloading of information from the Internet or the use of model answers
downloaded from the Internet
• In the situation where the assessed work contributes to final grade
• Repeated minor cases
The Institution may take the following action:
• What you have done will be discussed with you in a private tutorial
• Your mark or assessment grade will be reduced or you will have work returned to
re-do and hand in for remarking or you will be awarded zero, depending on how
serious what you have done appears to the Institution
• You may not be allowed to take the course again
• You will be given a warning about how you must act in the future
Cases of Gross Misconduct include:
• Extensive copying of textbooks in one piece of work or limited copying in two or
more pieces of work which makes a significant contribution to the work/s.

• Extensive plagiarism of professional works (more than 100 words)
• Buying, selling or stealing of work
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• Repeated evidence of extensive use of information from the Internet without
acknowledgement or using model internet answers
• Using past candidates’ work from previous years.
• Undue help from outside the Institution
• Repeated cases of misconduct
The Institution may take any of the following actions:
• A zero grade for the course is given or the assessed work is not awarded a grade
• You are not allowed to re-sit the exam or test, or you are not allowed to re-do the
piece of assessed work
• You are disqualified from your course
• You are excluded from the Institution
In all instances of academic misconduct the Institution may:
• Inform the relevant examining body what you have done, in accordance with the
Board of Trustees policy
• Inform external verifiers of what you have done, in accordance with the Board of
Trustees policy
In all cases, a note will be made on your record of the allegation, the outcome and any
penalty you are given. You need to know that this information may be used by the
Institution if it is asked to provide a reference for you.
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7.2.8. APPLICATION FORM FOR REFUND OF FEE PAYMENT
Application Form for Refund of Fee Paym